

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Registered Nurse – Acute Treatment Unit
Position Number:	526427
Classification:	Registered Nurse Grade 3-4
Award/Agreement:	Nurses and Midwives (Tasmanian State Service) Award
Group/Section:	Community, Mental Health and Wellbeing - Statewide Mental Health Services – Peacock Centre
Position Type:	Permanent, Full Time/Part Time
Location:	South
Reports to:	Manager – Peacock Centre
Effective Date:	October 2021
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	<p>Registered with the Nursing and Midwifery Board of Australia as a Registered Nurse.</p> <p><i>Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer if a registration/licence is revoked, cancelled or has its conditions altered.</i></p>
Desirable Requirements:	Possess or be working towards a specialist tertiary graduate or post graduate mental health/psychiatric nursing qualification.

NB. The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

Primary Purpose:

As part of a multidisciplinary team delivering high quality mental health services in accordance with Mental Health Services principles, National Mental Health Standards, Agency policy, legal requirements and relevant professional competencies, the Registered Nurse – Acute Treatment Unit will:

- Undertake the delivery of quality community based inpatient care and treatment to consumers of the Acute Treatment Unit (ATU) based on best practice principles including Recovery Oriented Practice, the Triangle of Care framework & Trauma Informed Care and within a collaborative and multi-disciplinary framework.
- Work closely with identified family, friends and others, staff across the Acute Care Stream and Continuing Care Stream, broader SMHS and a range of community service providers, to deliver improved outcomes and experiences for ATU consumers.
- Actively participate in service development, quality improvement and professional development initiatives.

Duties:

1. In collaboration with consumers, families and friends and within a multidisciplinary framework, provide assertive community-based inpatient mental health care and treatment to consumers of the ATU including comprehensive mental health assessments, short-term treatment, safety planning and transfer of care/discharge planning.
2. Provide brief targeted interventions, support and psychoeducation as appropriate to consumers of the ATU and their families and friends in the identification of their individual strengths and needs, formulation of goals and the development and implementation of care.
3. Facilitate access to a range of appropriate community-based supports as required to ensure, whenever possible, that the consumer is able to return to their own home and a presentation to hospital is not required.
4. Provide comprehensive handovers and coordinate quality and safe transfer/discharge processes.
5. Undertake the role of a Mental Health Officer in accordance with relevant provisions of the Mental Health Act 2013.
6. Complete all required clinical documentation, including initial assessments, risk assessments, transfer of care, relevant clinical correspondence and clinical data collection, within specified timeframes, predominantly via electronic records systems.
7. Ensure ongoing assessment and evaluation of the role and associated guidelines, clinical pathways, protocols and policies, incorporating evidenced based practice and other regulatory bodies or key stakeholders.
8. Supervise students and less experienced Mental Health Services clinical staff as required.
9. Actively participate in professional development opportunities, including clinical supervision.
10. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives and related training.
11. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Key Accountabilities and Responsibilities:

Responsible to and receives guidance and support from the Clinical Nurse Specialist with additional support from the Manager - Peacock Centre as required. Clinical supervision will be made available to all registered nurses within the ATU via the Manager - Peacock Centre and other senior experienced registered nurses within the stream. The Registered Nurse is responsible for:

- Practicing within the Australian Nursing and Midwifery Council (ANMC) National Competency Standards and Professional codes of conduct and ethics for registered nurses.
- Efficient and effective service delivery, optimal use of resources and for initiating, implementing, evaluating and improving health outcomes in collaboration with the MDT.
- Identifying key site-based, community mental health, community sector and primary health stakeholders and building effective working relationships as required.
- Where applicable, exercising delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Complying at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

Pre-employment Conditions:

It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
 - a. crimes of violence
 - b. sex related offences
 - c. serious drug offences
 - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

1. Current knowledge and experience in and the ability to apply nursing principles and procedures in the delivery of consumer care in an inpatient mental health setting in line with legal requirements and the ANMC competency standards for the Registered Nurse.
2. Knowledge and understanding of the psychosocial and health needs of individuals and their application to nursing practice in a community based inpatient setting, including an understanding of the principles of maintaining appropriate therapeutic relationships with consumers.

3. Sound knowledge of psychotropic drugs, actions and side effects.
4. Relevant experience in an acute or community Adult Mental Health area with demonstrated knowledge of relevant legislation including the *Mental Health Act 2013*.
5. Sound interpersonal and communication skills including written skills and use of computer based medical records and the ability to function effectively in a multidisciplinary team environment.
6. Knowledge of National Mental Health Standards and continuous quality improvement and the application of evidence-based practice in a clinical setting.

Progression to Grade 4 - Formal Capability Assessment:

To advance to Grade 4 the registered nurse must undertake a Formal Capability Assessment and must demonstrate that they meet the required criteria specified in the *Nurses and Midwives Heads of Agreement* and in the *Grade 4 Formal Capability Assessment Guidelines*:

https://www.health.tas.gov.au/intranet/thsl/hr/employment_training_and_development/grade_4_progression_-_nurses_and_midwives

The Grade 4 nurse is a registered nurse who demonstrates competence in advanced nursing practice and is experienced in their chosen area of clinical practice. They contribute to workplace activities beyond their immediate responsibilities of delivering clinical care to their patients or clients. This may include active involvement in clinical education, clinical leadership and management, safety and quality, practice development and managing a clinical portfolio.

Application for advancement from Grade 3 to Grade 4 is a voluntary decision by the registered nurse after they have determined they have the necessary skills and attributes required of this Grade, meet the eligibility criteria, and are committed to providing clinical leadership and excellence in the practice setting.

To be eligible to apply for a Grade 4 classification the Grade 3 nurse must:

1. Have met a minimum of four years' experience after gaining their initial qualification as a registered nurse and apply for progression in accordance with the terms and conditions stipulated in the Nurses Agreement.
2. Meet the assessment criteria outlined in the Grade 4 Formal Capability Assessment Guidelines relating to:
 - a. Clinical knowledge and skills
 - b. Education of self and others
 - c. Clinical leadership and management
3. Be committed to providing clinical leadership and excellence in the practice setting and contributing to workplace activities including active involvement in clinical education, clinical leadership and management, safety and quality, practice development and managing a clinical portfolio.

Duties/Responsibilities:

1. Supports the Nurse Unit Manager and/or Clinical Coordinator in the coordination of patient/client care delivery on a shift by shift basis through the effective allocation and prioritising of nursing resources.
2. Actively participates in clinical education, safety and quality processes, practice development and other clinical leadership activities.

3. Assists the Nurse Unit Manager in supporting and guiding staff performance and development.
4. Manages a clinical portfolio and contributes to research and other practice development activities within the practice area.

Note: The Grade 4 registered nurse is required to consistently undertake these duties/responsibilities however the Grade 3 registered nurse may also be required to undertake these duties/responsibilities from time to time.

Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).